

STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

Resource Provider Training & Assessment for CPS

PROPOSALS ARE DUE NO LATER THAN 03/13/2020 at 5:00pm CDT

RFP #1921

BUYER: Division of Child
Protection Services

POC:
Dawson Lewis

Revised 02/11/2020

READ CAREFULLY

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

FEDERAL TAX ID#: _____ E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

1.0 **GENERAL INFORMATION**

1.1 **PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this request for proposal is to select an offeror to respond to prospective foster and adoptive families. The offeror will complete an inquiry process with the family to assist them in making an informed decision to apply for a foster care license and/or adoption approval. In addition, the offeror will train and assess prospective foster and adoptive families using the Parents Resource for Information, Development, and Education (PRIDE) curriculum and assessment model. Foster and adoptive families provide homes for children in the custody and care of the Department of Social Services. The offeror will record data related to families contacting the Department to inquire about becoming a foster and/or adoptive family, as well as data related to the foster care licensing and/or adoption approval process.

1.2 **ISSUING OFFICE AND RFP REFERENCE NUMBER**

The South Dakota Department of Social Services is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Division of Child Protection Services. The reference number for the transaction is RFP #1921. Refer to this number on all proposals, correspondence, and documentation relating to the RFP.

Please refer to the Department of Social Services website link <http://dss.sd.gov/keyresources/rfp.aspx> for the RFP, any related questions/answers, changes to schedule of activities, amendments, etc.

1.3 **LETTER OF INTENT**

All interested offerors are requested to submit a non-binding **Letter of Intent** to respond to this RFP. While preferred, a Letter of Intent is not mandatory to submit a proposal.

The letter of intent must be received by email in the Department of Social Services by no later than 02/18/2020 and must be addressed to Dawson Lewis dawson.lewis@state.sd.us. Place the following, exactly as written, in the subject line of your email: **Letter of Intent for RFP #1921**. Be sure to reference the RFP number in any attached letter or document.

1.4 **SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication	<u>02/04/2020</u>
Letter of Intent to Respond Due	<u>02/18/2020</u>
Deadline for Submission of Written Inquiries	<u>02/18/2020</u>
Responses to Offeror Questions	<u>02/25/2020</u>
Proposal Submission	<u>03/13/2020</u>
Anticipated Award Decision/Purchase of service agreement Negotiation	<u>04/03/2020</u>

1.5 **SUBMITTING YOUR PROPOSAL**

All proposals must be completed and received in the Department of Social Services, Division of Child Protection, by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

An original, and five (5) identical copies, and one (1) digital, Portable Document Format (PDF) copy loaded on a USB flashdrive of the proposal, all attachments, and the cost proposal(s) must be submitted.

All proposals must be signed in ink by an officer of the offeror legally authorized to bind the offeror to the proposal and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. **Proposals must be addressed and labeled as follows:**

**Request for Proposal #1921 Proposal Due 03/13/2020
South Dakota Department of Social Services
Attention: Dawson Lewis
700 Governors Drive
Pierre SD 57501-2291**

No punctuation is used in the address. The above address as displayed should be the only information in the address field.

No proposal may be accepted from, or any purchase of service agreement or purchase order awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

1.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.7 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.8 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.9 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after 02/18/2020. Email inquiries must be sent to Dawson Lewis dawson.lewis@state.sd.us with the following wording, exactly as written, in the subject line: **RFP #1921 Questions**.

The Department of Social Services (DSS) will respond to offerors' inquiries by posting offeror aggregated questions and Department responses on the DSS website at <http://dss.sd.gov/keyresources/rfp.aspx> no

later than 02/25/2020. For expediency, DSS may combine similar questions. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.10 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.11 LENGTH OF CONTRACT

The purchase of service agreement resulting from this RFP will be issued for a period of one (1) year, June 1, 2020 to May 31, 2021, with the option for renewal for up to three (3) one (1) year contracts at the discretion of the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.12 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in Hughes County, State of South Dakota. The laws of South Dakota shall govern this transaction.

1.13 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a purchase of service agreement based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the State's request. The State reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

2.0 STANDARD AGREEMENT TERMS AND CONDITIONS

Any purchase of service agreement resulting from this RFP will include, at minimum, the State's standard terms and conditions as seen in **Attachment A**. As part of the negotiation process, the purchase of service agreement terms listed in Attachment A may be altered or deleted. The offeror should indicate in their response any issues they have with any specific purchase of service agreement

terms. If the offeror does not indicate any purchase of service agreement term issues, then the State will assume the terms are acceptable.

3.0 SCOPE OF WORK

The Department of Social Services vision is Strong Families – South Dakota’s Foundation and Our Future. The purpose of the Division of Child Protection Services is to assure children’s safety, permanency, and well-being. The goal of Child Protection Services is to maintain children safely in their homes and when not possible, children may need either a temporary or permanent alternative family setting. Therefore, Child Protection Services must have processes in place to assure foster and adoptive families are prepared to meet the unique needs of children in custody.

The Division of Child Protection with stakeholder input identified the following goals for the process of licensing foster families and approval of adoptive families.

1. Prospective foster and adoptive families across South Dakota have access to information about the process of becoming a foster and or adoptive parent.
2. Child Protection Services has the capacity to respond to prospective foster and adoptive families and provide training and assessments.
3. Child Protection Services and contract agency will maintain a consistent process to recruit, prepare, and select foster and adoptive families.
4. The licensing process develops foster families for children requiring care and their families. Fostering is viewed as a family service and interaction with birth families is a role of foster parenting. Fostering supports the goal of reunification and permanency. Recruitment messaging, inquiry, training, and home study reflect this philosophy. Training and home study assessments are inter-connected to insure foster families understand their role and have competencies needed to care for children’s needs and support family reunification.
5. The adoption approval process develops adoptive families for children requiring an adoptive home. Families are encouraged to be licensed for foster care and approved for adoption to promote concurrent planning for children. Training and home study assessments are inter-connected to insure adoptive families understand their role and have competencies needed to care for children’s needs.
6. Kinship families who choose to become licensed and/or approved to care for relatives is completed in a timely manner.

3.1 PRIDE (PARENT RESOURCES FOR INFORMATION, DEVELOPMENT AND EDUCATION)

The PRIDE (Parental Resources for Information, Development and Education) model is the foundation for all applicants who wish to become foster and adoptive parents for the Division of Child Protection Services. PRIDE is a model for the development and support of resource families. It is designed to strengthen the quality of family foster care and adoption services by providing a standardized, structured framework for recruiting, preparing and selecting foster and adoptive parents. The PRIDE Program’s goals are to help:

- Meet the protective, developmental, cultural, and permanency needs of children placed with foster and adoptive families.
- Strengthen families, whether they are families of origin, blended families, kinship families, foster families, adoptive families, or members of a tribe or clan.
- Strengthen the quality of family foster care and adoption services by providing a standardized, structured framework for pre-service training and mutual assessment; for foster and adoptive parent pre-service training; and for on-going professional development.

PRIDE is based on the philosophy that the value of family life for children, however family is defined, is compelling. Because of this, knowledgeable and skilled foster and adoptive parents are integral to providing quality services. PRIDE training and home study assessment are inter-connected and focus on training and assessment of the 5 core competencies needed from foster and adoptive families.

1. Protecting and nurturing children;
2. Meeting children's developmental needs and addressing their delays;
3. Supporting relationships with birth families;
4. Connecting children to safe, nurturing relationships intended to last a lifetime (permanency); and
5. Working as a member of a professional team.

3.1.1 Written Documents

Child Protection Services will provide templates for letters, forms, and documents to be used by the offeror for all correspondence, information gathering, and home study assessment with respect to prospective foster/adoptive applicants. Changes to the templates must have prior approval from Child Protection Services. Describe the offeror's ability to use templates provided to them.

3.1.2 Components of PRIDE Model

A. Recruitment of Foster and Adoptive Families

Describe how the offeror will assist the Division of Child Protection Services in recruiting foster and adoptive families and collaborate with and support efforts in the Rapid City and Sioux Falls areas developed by the Recruitment, Development, and Retention Workgroup.

B. Inquiry Functions:

The offeror will manage the inquiry process in Regions 1, 2, 3, 4, 5, 6, and 7 and ensure families have completed the process prior to enrollment in PRIDE training.

- Describe how the offeror will maintain a phone number in Sioux Falls and Rapid City designated to receive phone calls from prospective foster/adoptive parents.
- Describe how the offeror will utilize the PRIDE model when responding to inquiries for foster care.
- Describe family engagement and information gathering techniques to be used by the offeror when completing the inquiry process.
- Describe how the offeror will develop and maintain an inquiry listing that organizes information gathered from prospective foster parents.
- Describe how the offeror will develop a process for prospective PRIDE attendees to assure PRIDE waiting lists are minimal and PRIDE sessions are full.
- Describe how the offeror will maintain contact with prospective foster parents who have inquired about the PRIDE process to keep them engaged in the process.
- The offeror will complete the Inquiry Process in FACIS, documenting data such as Inquiry Type, Inquiry Date, Source, Inquiry Actions and documenting when notification letters are sent and when phone calls are made. Affirm acknowledgment or provide comments in your proposal.

B. PRIDE Training:

- Describe in the proposal if staff assigned as trainers are certified PRIDE trainers and their experience. If not, what steps will be taken to obtain PRIDE Training of Trainers for staff.
- Describe in the proposal how a total of thirty-three (33) PRIDE pre-service trainings, each consisting of thirty (30) hours (10 sessions), will be scheduled and delivered within the Child Protection Services Regions as listed below (**See Attachment D – Child Protection Services Regional Map**):
 - Region 1 – eight (8) Minimum class size of 8 families
 - Region 2 – one (1) Minimum class size of 5 families
 - Region 3 – two (2) Minimum class size of 6 families
 - Region 4 – two (2) Minimum class size of 6 families
 - Region 5 – six (6) Minimum class size of 6 families

- Region 6 – ten (10) Minimum class size of 8 families
 - Region 7 – four (4) Minimum class size of 6 families
- If minimum class size cannot be achieved with prospective foster and adoptive families, describe how the minimum requirement can be supplemented. (e.g. one on one PRIDE or 100% online training).
 - The Department may adjust the number of PRIDE pre-service trainings by region based on the demand for trainings in each region. Classes will be scheduled with input from families about date and location.
 - The Department may also request on a case by case basis the completion of individual PRIDE for specific families identified by the Division of Child Protection. Describe in the proposal how individual PRIDE would be delivered to the family.

C. Mutual Assessment:

The Mutual Assessment process is designed to help families assess their strengths and needs for support in relation to the five competency categories:

- Protecting and nurturing children
- Meeting children's developmental needs and addressing developmental delays
- Supporting relationships between children and their families
- Connecting children to safe, nurturing relationships to last a lifetime
- Working as a member of a professional team

Describe in the proposal how the mutual assessment process will occur throughout inquiry, training, and the home study assessment with each perspective foster parent and/or adoptive parent applicant. Describe how each of the five (5) PRIDE competency categories will be assessed.

D. Initial Home Study:

The offeror will be expected to complete the Initial Home Study on perspective applicants for licensure and adoption approval who complete the training and assessment process using the Initial Home Study documents provided by Child Protection Services (**See Attachment E. – Initial Home Study**).

Describe family engagement techniques to be used by the offeror when completing the initial home study process.

The selected offeror will be expected to make a recommendation regarding licensure to provide foster care and or approval for adoption of the applicants. Describe how the offeror will determine recommendations regarding licensure to provide foster care and or approval for adoption.

The selected offeror will be expected to comply with timeframes established for the licensure of prospective foster/adoptive families according to ARSD 67:42:01:16. The offeror will collect a signed application from applicants by PRIDE Session 3. The timeframe for licensure from the date the application is signed to the issuance of the licensed is 120 days. All documents associated with the licensing process including the home study, must be returned to Child Protection Services by the 100 day mark. Extensions will be requested from the licensing supervisor. Weekly updates will be provided to Child Protection Services for home studies exceeding 110 days from signing of the application.

Describe in the proposal what efforts will occur to ensure that the Initial Home Study is completed with the required timeframe.

The offeror will be expected to administer a total of two hundred and four (204) Initial Home Studies using the Initial Home Study documents provided by Child Protection Services. The number of expected initial home studies by region is as follows:

- Region 1 – fifty-six (56), Minimum 7 home studies per class
- Region 2 – four (4), Minimum 4 home studies per class
- Region 3 – twelve (12) Minimum 6 home studies per class
- Region 4 – twelve (12) Minimum 6 home studies per class
- Region 5 – thirty (30), Minimum 5 home studies per class
- Region 6 – seventy (70), Minimum 7 home studies per class
- Region 7 – twenty (20), Minimum 5 home studies per class

If minimum home studies per class cannot be achieved, describe how the minimum requirement can be supplemented.

E. Exchange of Information:

Describe in the proposal how the exchange of information will occur between Child Protection Services and the offeror regarding the information in A. through D.

F. Monitoring and Evaluation:

- Ensure quality of home studies. Describe in the proposal what process will be utilized to monitor the consistency and quality of Foster/Adoptive Home Studies completed by assigned staff to include but not limited to the following:
 - Grammar/Spelling
 - Sufficient information is gathered to assess family foster home licensing and/or adoption approval standards, as well as PRIDE core competencies described in section 3.1
 - Analysis and recommendations are justified by information gathered and documented in the home study
 - Content to include analysis of information
 - Valid References
 - Background Checks:
 - FBI/DCI Criminal Background Checks
 - In-state and out-of-state Central Registry Screenings
 - Sexual Offender Registry Check
- Describe in the proposal the training evaluation format that will be completed by each applicant after completion of thirty (30) hour training.
- The offeror will continually evaluate their processes for Inquiry, PRIDE training, and Initial Home Studies to ensure they are efficient.
- Describe in the proposal what process will be utilized to evaluate the performance of staff assigned to complete the work.

3.1.3 Personnel and non-personnel resources to provide services

- Provide a description of needed resources, both personnel and non-personnel needed to perform all activities on the RFP.

3.1.4 PRIDE Reporting Requirements

The selected offeror must provide assurances of the ability to submit a Quarterly and End of the Year Report to Child Protection Services State Office with the following information:

A. Inquiry Functions:

- Tracking of “Commit to Know More” submissions
- Number of total email and phone contacts completed with families requesting information, recruitment referral sources for each family contacted, and outcome of each family contacted
- Number of completed inquiries completed by region and state total

B. PRIDE Training – Family Selection, Enrollment, and Training Outcomes:

- Number of PRIDE training sessions to include location and dates of PRIDE training sessions
- Name and race of participants enrolled in PRIDE Training by class and location or enrolled to complete 100% online
- Number and names of families who complete training
- Number and names of families who did not complete training and reason(s) why
- Number and names of families on waiting list by region
- Evaluation feedback on the quality of training

C. Mutual Assessment and Initial Home Study Assessment:

- Applications to be licensed as foster parent or adoptive parent must be signed by the 3rd PRIDE session. Report average number of days to complete home studies from application date to completed home study by region and state total. State total average will be calculated by the total number of home studies completed statewide.
- Outcome of mutual assessment for each prospective foster/adoptive family who signed an application to become a licensed foster family and/or adoptive family to include;
 - No response from prospective foster/adoptive family;
 - Prospective foster/adoptive family chose not to complete process and reason(s) why;
 - Prospective foster/adoptive family was counseled out or denied and reason(s) why;
 - Prospective foster/adoptive family successfully completed training and home study;
 - Home study assessment for prospective foster/adoptive family is still in progress and pending.
- Name and number of families exceeding 100 day home study completion from the date of application.
- Number and percentage of families who call for more information about fostering or adoption who go on to complete the training and home study assessment.

D. Kinship or Fictive Kinship Families:

- Report data related to kinship and fictive kinship families in process to become a licensed foster family or approved for adoption to include:
 - Number of kinship and fictive kinship families referred to the offeror to complete the training and home study requirements to become a foster family or approved for adoption.
 - Number of families referred to the offeror with an approved kinship home study to provide care for the child(ren) the family is motivated to become licensed and/or approved to care for.
 - Number of kinship and fictive kinship families enrolled in PRIDE training;
 - Number of kinship and fictive kinship families who completed PRIDE training;
 - Number of Initial Home Studies or Home Study Addendums completed for families identified as kinship or fictive kinship.

E. Expenditures:

- Detailed report of expenditures for the quarter and the amount left in the purchase of service agreement.

3.2 Responsibilities and Expectations

The selected offeror must provide assurances for the following program responsibilities and expectations in the proposal and provide copies of policy and procedure materials upon request:

- Confidentiality of Child Protection Services information.
- Financial management, including management of multiple funding sources, separate from all other agency funding. Financial income vs. expenditure reports must be submitted on a quarterly basis to the Division of Child Protection Services.
- An outside accounting firm may be used to meet this requirement.
- Allow Child Protection Services to review all financial records related to the purchase of service agreement upon request.
- Sound personnel and administrative policies and practices are in place for employees that include an employee manual addressing policies such as sick and annual leave, work adjust hours, overtime, employee review process and expense reimbursement requests
- Each employee is aware of mandatory child abuse and neglect reporting requirements.
- Communicate with Child Protection Services on an ongoing basis regarding any concerns regarding the services required under the purchase of service agreement.
- Monthly conference calls and/or face to face visits will be arranged between Offeror and Child Protection Staff to review progress and resolve issues regarding the purchase of service agreement.
- Provide Child Protection Services with draft materials for approval *for* all press releases, reports, brochures, and other related materials related to the scope of work which falls under the purchase of service agreement. Provide credit to Child Protection Services for its funding support.
- Provide telephone service, voice messaging service, e-mail access, internet access, and a general agency e-mail address.

3.3 Organization Qualities and Characteristics

Provide assurances the offeror has the following organization qualities and characteristics:

- A history of providing high quality training and consultation at the community level.
- A philosophical comment and demonstrated experience in collaboration and partnership with DSS.
- An administrative structure capable of efficiently managing statewide consultant staff as well as subcontracts where necessary.
- Demonstrated leadership capability and orientation to developing services in collaboration with DSS and/or other provider agencies as well as making changes to services provided as the needs of the State continue to change.
- A strong commitment to address cultural diversity.
- A history of demonstrated effectiveness in subcontract management and/or lead agency coordination of multiple providers and ability to provide stability for these projects. As well as a description of how challenging issues were addressed within those contracts.

3.4 Describe how the offeror will meet outcomes to be accomplished within the context of this purchase of service agreement. Refer to Child Protection Services goals for the process of licensing foster families and approval for adoptive homes outlined in section 3.0 of this Request for Proposal.

- PRIDE training is available for families ready to begin the process of applying to be licensed as a foster family and/or approved for adoption in regions 1, 2, 3, 4, 5, 6, and 7
- The number of individuals waiting for PRIDE training is reduced and minimal
- Home study assessments are submitted and approved within 120 days from date of application.

- Families selected for PRIDE training and Initial Home Study are aligned with Child Protection's vision, purpose and goals outlined in section 3.0.
- Increase public recognition of the valued role of foster/adoptive families with-in the child welfare system in an area and statewide basis
- Continuous focus on professionalizing the role of foster and adoptive families within the DSS placement system.

4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

- 4.1 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2 **Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the point of contact of the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.
- 4.3 The offeror **MUST** submit a copy of their most recent independently audited financial statements.
- 4.4 Provide the following information related to at least three previous and current service/contracts performed by the offeror's organization which are similar to the requirements of this RFP. Provide this information for any service/purchase of service agreement that has been terminated, expired or not renewed in the past three years:
- a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
 - b. Dates of the service/contract; and
 - c. A brief, written description of the specific prior services performed and requirements thereof.
- 4.5 The offeror must submit information that demonstrates their availability and familiarity with the locale in which the project (s) are to be implemented.
- 4.6 The offeror must detail examples that document their ability and proven history in handling special project constraints.
- 4.7 The offeror must describe their proposed project management techniques.
- 4.8 If an offeror's proposal is not accepted by the State, the proposal will not be reviewed/evaluated.

5.0 PROPOSAL RESPONSE FORMAT

- 5.1 An original and five (5) copies shall be submitted.
- 5.1.1 In addition, the offeror must submit one (1) copy of their entire proposal, including all attachments and cost proposal(s), in PDF digital format loaded on a USB flashdrive. Offerors may not send the electronically formatted copy of their proposal via email.

- 5.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.

5.2 All proposals must be organized and tabbed with labels for the following headings:

- 5.2.1 **RFP Form.** The State's Request for Proposal form completed and signed.
- 5.2.2 **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
- 5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - 5.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.
 - 5.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP as detailed in Sections 3 and 4. The response should identify each requirement being addressed as enumerated in the RFP.
 - 5.2.3.3 A clear description of any options or alternatives proposed.
- 5.2.4 **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.

Please use Attachment F as the template for your cost proposal. An Excel copy of the template can be provided upon request.

The state fiscal year 2020 budget for this contract is \$698,978.00. Additional funding of \$183,996.00 to support three (3) additional contract staff has been requested through the 2020 Legislative session, however, the outcome of the funding request will not be known until March 13, 2020. In the proposal, outline how the offeror will complete the work described in this request for proposal within this budget.

The State currently has funding allocated for regions 1, 2, 5, 6, and 7. In the proposal, include additional funding required for the offeror to provide services described in the amendments to 3.1.2 and 3.4 for regions 3 and 4

6.0 PROPOSAL EVALUATION AND AWARD PROCESS

- 6.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria listed in order of importance:
 - 6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;

- 6.1.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project;
 - 6.1.3 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and purchase of service agreement administration;
 - 6.1.4 Availability to the project locale;
 - 6.1.5 Familiarity with the project locale;
 - 6.1.6 Proposed project management techniques;
 - 6.1.7 Ability and proven history in handling special project constraints, and
 - 6.1.8 Cost proposal.
- 6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 6.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 6.5 **Award:** The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.
- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a purchase of service agreement at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
 - 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached, or the agency terminates the contracting process.

7.0 **COST PROPOSAL**

The offeror will submit the attached cost proposal format. **(See Attachment F – Cost Proposal).**

ATTACHMENT A

STATE OF SOUTH DAKOTA
DEPARTMENT OF SOCIAL SERVICES
DIVISION OF CHILD PROTECTION SERVICES

Purchase of Services Agreement
For Provider Services
Between

State of South Dakota
Department of Social Services
DIVISION OF CHILD PROTECTION SERVICES
700 Governors Drive
Pierre, SD 57501-2291

Referred to as Provider

Referred to as State

The State hereby enters into a contract (the "Agreement" hereinafter) for procurement of goods or services. While performing services hereunder, Provider is an independent contractor and not an officer, agent, or employee of the State of South Dakota.

1. **PROVIDER'S South Dakota Vendor Number is** _____.
2. **PERIOD OF PERFORMANCE:**
 - A. This Agreement shall be effective as of June 1, 2020 and shall end on May 31, 2021, unless sooner terminated pursuant to the terms hereof.
 - B. Agreement is the result of request for proposal process, RFP # 1921
3. **PROVISIONS:**
 - A. **The Purpose of this Provider contract:**

The purpose of this request for proposal is to select an offeror to respond to prospective foster and adoptive families. The offeror will complete an inquiry process with the family to assist them in making an informed decision to apply for a foster care license and/or adoption approval. In addition, the offeror will train and assess prospective foster and adoptive families using the Parents Resource for Information, Development, and Education (PRIDE) curriculum and assessment model. Foster and adoptive families provide homes for children in the custody and care of the Department of Social Services. The offeror will record data related to families contacting the Department to inquire about becoming a foster and/or adoptive family, as well as data related to the foster care licensing and/or adoption approval process.

 1. Does this Agreement involve Protected Health Information (PHI)? YES () NO (X)
If PHI is involved, a Business Associate Agreement must be attached and is fully incorporated herein as part of the Agreement (refer to attachment) .
 2. The Provider will use state equipment, supplies or facilities.
 - B. **The Provider agrees to perform the following services (add an attachment if needed):**
 1. **See Attachment B and C**
 - C. The TOTAL CONTRACT AMOUNT will not exceed \$ ____ .
Payment will be in accordance with SDCL 5-26

4. **BILLING:**

Provider agrees to submit a bill for services within (30) days following the month in which services were provided. Provider will prepare and submit a monthly bill for services. Provider agrees to submit a final bill within 30 days of the Agreement end date to receive payment for completed services. If a final bill cannot be submitted in 30 days, then a written request for extension of time and explanation must be provided to the State.

5. **TECHNICAL ASSISTANCE:**

The State agrees to provide technical assistance regarding Department of Social Services rules, regulations and policies to the Provider and to assist in the correction of problem areas identified by the State's monitoring activities.

6. **LICENSING AND STANDARD COMPLIANCE:**

The Provider agrees to comply in full with all licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance in which the service and/or care is provided for the duration of this Agreement. The Provider will maintain effective internal controls in managing the federal award. Liability resulting from noncompliance with licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance or through the Provider's failure to ensure the safety of all individuals served is assumed entirely by the Provider.

7. **ASSURANCE REQUIREMENTS:**

The Provider agrees to abide by all applicable provisions of the following: Byrd Anti Lobbying Amendment (31 USC 1352), Executive orders 12549 and 12689 (Debarment and Suspension), Drug-Free Workplace, Executive Order 11246 Equal Employment Opportunity, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, Drug Abuse Office and Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Age Discrimination Act of 1975, , Pro-Children Act of 1994, Hatch Act, Health Insurance Portability and Accountability Act (HIPAA) of 1996 as amended, Clean Air Act, Federal Water Pollution Control Act, Charitable Choice Provisions and Regulations, Equal Treatment for Faith-Based Religions at Title 28 Code of Federal Regulations Part 38, the Violence Against Women Reauthorization Act of 2013 and American Recovery and Reinvestment Act of 2009, as applicable; and any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute(s) which may apply to the award.

8. **RETENTION AND INSPECTION OF RECORDS:**

The Provider agrees to maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, statistical, fiscal, other records, and information necessary for reporting and accountability required by the State. The Provider shall retain such records for a period of six years from the date of submission of the final expenditure report. If such records are under pending audit, the Provider agrees to hold such records for a longer period upon notification from the State. The State, through any authorized representative, will have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Agreement. State Proprietary Information retained in Provider's secondary and backup systems will remain fully subject to the obligations of confidentiality stated herein until such information is erased or destroyed in accordance with Provider's established record retention policies.

All payments to the Provider by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment of this Agreement shall be returned to the State within thirty days after written notification to the Provider.

9. **WORK PRODUCT:**

Provider hereby acknowledges and agrees that all reports, plans, specifications, technical data, drawings, software system programs and documentation, procedures, files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, State Proprietary Information, as defined in the Confidentiality of Information paragraph herein, state data, end user data, Protected Health Information as defined in 45 CFR 160.103, and all information contained therein provided to the State by the Provider in connection with its performance of service under this Agreement shall belong to and is the property of the State and will not be used in any way by the Provider without the written consent of the State.

Paper, reports, forms, software programs, source code(s) and other materials which are a part of the work under this Agreement will not be copyrighted without written approval of the State. In the unlikely event that any copyright does not fully belong to the State, the State nonetheless reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use, and to authorize others to use, any such work for government purposes.

Provider agrees to return all information received from the State to State's custody upon the end of the term of this Agreement, unless otherwise agreed in a writing signed by both parties.

10. TERMINATION:

This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Provider breaches any of the terms or conditions hereof, this Agreement may be terminated by the State for cause at any time, with or without notice. Upon termination of this Agreement, all accounts and payments shall be processed according to financial arrangements set forth herein for services rendered to date of termination.

11. FUNDING:

This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of the law or federal funds reduction, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

12. ASSIGNMENT AND AMENDMENTS:

This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

13. CONTROLLING LAW:

This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota, without regard to any conflicts of law principles, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law. Venue for any lawsuit pertaining to or affecting this Agreement shall be resolved in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

14. SUPERCESSION:

All prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

15. IT STANDARDS:

Any software or hardware provided under this Agreement will comply with state standards which can be found at <http://bit.sd.gov/standards/>.

16. **SEVERABILITY:**

In the event that any provision of this Agreement shall be held unenforceable or invalid by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement, which shall remain in full force and effect.

17. **NOTICE:**

Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to the Division being contracted with on behalf of the State, and by the Provider, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

18. **SUBCONTRACTORS:**

The Provider may not use subcontractors to perform the services described herein without express prior written consent from the State. The State reserves the right to reject any person from the Agreement presenting insufficient skills or inappropriate behavior.

The Provider will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Provider will cause its subcontractors, agents, and employees to comply with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance. The State, at its option, may require the vetting of any subcontractors. The Provider is required to assist in this process as needed.

19. **STATE'S RIGHT TO REJECT:**

The State reserves the right to reject any person or entity from performing the work or services contemplated by this Agreement, who present insufficient skills or inappropriate behavior.

20. **HOLD HARMLESS:**

The Provider agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require the Provider to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

No agreement providing for indemnification by the state is enforceable against the state, except to the extent that liability coverage is provided for the indemnification pursuant to § 3-22-1, funds are specifically appropriated by the Legislature to provide for the indemnification, or the Legislature has expressly authorized the indemnification.

21. INSURANCE:

Before beginning work under this Agreement, Provider shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement. The Provider, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits listed below. In the event a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, the Provider agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Provider shall furnish copies of insurance policies if requested by the State.

A. Commercial General Liability Insurance:

Provider shall maintain occurrence-based commercial general liability insurance or an equivalent form with a limit of not less than \$1,000,000 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Business Automobile Liability Insurance:

Provider shall maintain business automobile liability insurance or an equivalent form with a limit of not less than \$500,000 for each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

C. Worker's Compensation Insurance:

Provider shall procure and maintain Workers' Compensation and employers' liability insurance as required by South Dakota law.

D. Professional Liability Insurance:

Provider agrees to procure and maintain professional liability insurance with a limit not less than \$1,000,000.

(Medical Health Professional shall maintain current general professional liability insurance with a limit of not less than one million dollars for each occurrence and three million dollars in the aggregate. Such insurance shall include South Dakota state employees as additional insureds in the event a claim, lawsuit, or other proceeding is filed against a state employee as a result of the services provided pursuant to this Agreement. If insurance provided by Medical Health Professional is provided on a claim made basis, then Medical Health Professional shall provide "tail" coverage for a period of five years after the termination of coverage.)

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION:

Provider certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by the federal government or any state or local government department or agency. Provider further agrees that it will immediately notify the State if during the term of this Agreement either it or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

23. CONFLICT OF INTEREST:

Provider agrees to establish safeguards to prohibit employees or other persons from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain as contemplated by SDCL 5-18A-17 through 5-18A-17.6. Any potential conflict of interest must be disclosed in writing. In the event of a conflict of interest, the Provider expressly agrees to be bound by the conflict resolution process set forth in SDCL 5-18A-17 through 5-18A-17.6.

24. RESTRICTION OF BOYCOTT OF ISRAEL

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid or offer, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination

25. CONFIDENTIALITY OF INFORMATION:

For the purpose of the sub-paragraph, "State Proprietary Information" shall include all information disclosed to the Provider by the State. Provider acknowledges that it shall have a duty to not disclose any State Proprietary Information to any third person for any reason without the express written permission of a State officer or employee with authority to authorize the disclosure. Provider shall not: (i) disclose any State Proprietary Information to any third person unless otherwise specifically allowed under this Agreement; (ii) make any use of State Proprietary Information except to exercise rights and perform obligations under this Agreement; (iii) make State Proprietary Information available to any of its employees, officers, agents or providers except those who have agreed to obligations of confidentiality at least as strict as those set out in this Agreement and who have a need to know such information. Provider is held to the same standard of care in guarding State Proprietary Information as it applies to its own confidential or proprietary information and materials of a similar nature, and no less than holding State Proprietary Information in the strictest confidence. Provider shall protect confidentiality of the State's information from the time of receipt to the time that such information is either returned to the State or destroyed to the extent that it cannot be recalled or reproduced. State Proprietary Information shall not include information that (i) was in the public domain at the time it was disclosed to Provider; (ii) was known to Provider without restriction at the time of disclosure from the State; (iii) that is disclosed with the prior written approval of State's officers or employees having authority to disclose such information; (iv) was independently developed by Provider without the benefit or influence of the State's information; (v) becomes known to Provider without restriction from a source not connected to the State of South Dakota. State's Proprietary Information shall include names, social security numbers, employer numbers, addresses and all other data about applicants, employers or other clients to whom the State provides services of any kind. Provider understands that this information is confidential and protected under applicable State law at SDCL 1-27-1.5, modified by SDCL 1-27-1.6, SDCL 28-1-29, SDCL 28-1-32, and SDCL 28-1-68 as applicable federal regulation and agrees to immediately notify the State if the information is disclosure, either intentionally or inadvertently. The parties mutually agree that neither of them shall disclose the contents of the Agreement except as required by applicable law or as necessary to carry out the terms of the Agreement or to enforce that party's rights under this Agreement. Provider acknowledges that the State and its agencies are public entities and thus are bound by South Dakota open meetings and open records laws. It is therefore not a breach of this Agreement for the State to take any action that the State reasonably believes is

necessary to comply with the South Dakota open records or open meetings laws. If work assignments performed in the course of this Agreement require additional security requirements or clearance, the Provider will be required to undergo investigation.

26. REPORTING PROVISION:

Provider agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to any person or property, or which may otherwise subject Provider, or the State of South Dakota or its officers, agents or employees to liability. Provider shall report any such event to the State immediately upon discovery.

Provider's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Provider's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Provider to report any event to law enforcement or other entities under the requirements of any applicable law.

27. COST REPORTING REQUIREMENTS:

☐ The Provider agrees to submit a cost report in the format required by the State, and is due four months following the end of the Provider's fiscal year.

or

☒ No reporting is required.

28. AUTHORIZED SIGNATURES:

In witness hereto, the parties signify their agreement by affixing their signatures hereto.

_____ Provider Signature	_____ Date
_____ Provider Printed Name	
_____ State - DSS Division Director Virgena Wieseler	_____ Date
_____ State - DSS Chief Financial Officer Laurie Mikkonen	_____ Date
_____ State – DSS Cabinet Secretary Laurie Gill	_____ Date

State Agency Coding:

CFDA #	_____	_____	_____	_____
Company	_____	_____	_____	_____
Account	_____	_____	_____	_____
Center Req	_____	_____	_____	_____
Center User	_____	_____	_____	_____
Dollar Total	_____	_____	_____	_____

DSS Program Contact Person _____
Phone _____

DSS Fiscal Contact Person Contract Accountant
Phone 605 773-3586

Provider Program Contact Person _____
Phone _____
Provider Program Email Address _____

Provider Fiscal Contact Person _____
Phone _____
Provider Fiscal Email Address _____

STATE OF SOUTH DAKOTA
DEPARTMENT OF SOCIAL SERVICES

The State of South Dakota requires all contracts signed July 1, 2009 and later to include documentation that the agency has complied with the procedures set forth in SDCL 5-18A through 5-18D (HB 1260). The documentation must include the request for proposal number (RFP) or the reason the agreement is exempt from the requirements of the law. Payments for contracts that have not complied with the law will be returned as illegal, unauthorized or improper (SDCL 4-9-7).

Provider's Name: _____

RFP #: _____

(OR)

Check the applicable exemption(s):

☐ (1) Sole Source is defined by SDCL 5-18D-21 as "services of such a unique nature that the contractor selected is clearly and justifiably the only practicable source to provide the service. Determination that the contractor selected is justifiably the sole source is based on either the uniqueness of the service or sole availability at the location required. Sole source contracts by their nature should be rare;

If checked, please provide explanation:

☐ (2) Emergency services necessary to meet an urgent or unexpected requirement or when health and public safety or the conservation of public resources is a risk;

If checked, please provide explanation:

☐ (3) Services subject to federal law, regulation, or policy or state statute, under which a state agency is required to use a different selection process or to contract with an identified contractor or type of contractor;

☐ (4) Services for professional legal services and services of expert witnesses, hearing officers, or administrative law judges retained by state agencies for administrative or court proceedings;

☐ (5) Services involving state or federal financial assistance passed through by a state agency to a political subdivision;

☐ (6) Medical services and home and community-based services;

☐ (7) Services to be performed for a state agency by another state or local government agency or contracts made by a state agency with a local government agency for the direct provision of services to the public; or

☐ (8) Services to be provided by entertainers for the state fair and other events.

☐ (9) Does not exceed \$50,000.00; [SDCL 5-18A-14](#), [SDCL 5-18D-17](#)

ATTACHMENT B

The Consultant agrees to:

1. The Consultant will manage the inquiry process in Region 1, 2, 3, 4, 5 6, and 7 (See Attachment D Region Map) which will consist of 40 hours per week and ensure the families have completed this process prior to attending the PRIDE classes. The Consultant will provide a phone number for prospective families to call, receive phone calls, and enter information and narratives regarding families in FACIS (Family and Child Information System).
 - A. The Consultant will work with the State to manage the inquiry list and provide ongoing contact with prospective foster parents.
 - B. The Consultant will assure the process of tracking and monitoring inquiries is consistent in all regions served.
 - C. The Consultant will assist with recruitment of foster and adoptive families by collaborating and supporting recruitment efforts in the Rapid City and Sioux Falls areas developed by the Recruitment, Development, and Retention Workgroups in Regions 1 and 6.
2. Preparation for Foster PRIDE/Adopt PRIDE includes planning for the provision of the 30-hour pre-service training program designed for prospective foster and adoptive parents.
 - A. The Consultant will have certified PRIDE trainers available to conduct the training.
 - B. The Consultant will have the ability to utilize PRIDE online when necessary to increase availability of training to perspective foster parents.
 - C. The Consultant will administer PRIDE Training for all prospective foster and adoptive parent applicants to meet the requirements for licensure for foster care and approval for adoption.
 - D. Each pre-service training program must consist of thirty (30) hours of training and must follow the PRIDE curriculum. The training will include 10 sessions to include 27 hours of PRIDE curriculum and 3 hours of introduction or overview to State policy and procedure. The Consultant will work with the State to develop the topics covered in the three hours of session 10.
 - E. The Consultant will administer a total of thirty-three (33) PRIDE pre-service trainings within Child Protection Services Regions.
 - *Region 1 – eight (8) Minimum class size of 8 families*
 - *Region 2 – one (1) Minimum class size of 5 families*
 - *Region 3 – two (2) Minimum class size of 6 families*
 - *Region 4 – two (2) Minimum class size of 6 families*
 - *Region 5 – six (6) Minimum class size of 6 families*
 - *Region 6 – ten (10) Minimum class size of 8 families*
 - *Region 7 – four (4) Minimum class size of 6 families*
 - F. The Consultant will work with the State to develop a list of class participants at least 30 days prior to the start of the next PRIDE class.
 - G. The Consultant will work with the State to conduct an initial home visit with prospective foster/adoptive parents being considered for PRIDE.
 - H. The Consultant will meet with the State to select PRIDE participants for the upcoming PRIDE class and develop a list of alternate families. Participants will be selected for PRIDE by their ability to meet the current need of the region they are serving such as families willing to care for

- sibling groups, teens, children with medically complex issues and children from different cultures or other needs as identified.
- I. The Consultant will notify participants at least two weeks prior to the start date of PRIDE regarding their acceptance in the PRIDE class.
 - J. The Consultant will notify Participants who are not selected to attend the upcoming PRIDE class to explain the reasons and develop a plan to maintain contact with them regarding upcoming classes.
 - K. The Consultant must provide a list of PRIDE participants one week prior to the upcoming PRIDE class.
 - L. If the Consultant is unable to meet the minimum class size, the number can be supplemented with one on one PRIDE with the use of PRIDE Online, a home study update for a family who has already completed PRIDE, or a prospective foster family from another region.
 - M. The State may adjust the class sizes by region based on the demand for training in each region.
3. Mutual assessment is a series of meetings, called in-home family consultations, conducted with prospective foster and adoptive families. The meetings are designed to help the families assess their strengths and needs for support in relation to the five competency categories. (Protecting and nurturing children, Meeting children's developmental needs and addressing developmental delays, Supporting relationships between children and their families, Connecting children to safe, nurturing relationships to last a lifetime, Working as a member of a professional team)
- A. The subject matter of the meetings must relate directly to the content of the pre-service training sessions. The Consultant will use assessment tools, referred to as "PRIDE Connections," to help consider the family's past and current functioning, which relate to the competency categories.
 - B. The Consultant will complete the Initial Home Study on applicants for licensure/approval who successfully complete the training and assessment process using the Initial Home Study documents provided by the State. The Consultant will assist State in making a recommendation regarding licensure and/or adoption approval.
 - C. Describe in proposal how a total of two hundred and four (204) PRIDE pre-service trainings will be scheduled and delivered. Add the two regions listed below to Regions 1, 2, 5, 6, and 7.
 - *Region 1 – fifty-six (56), Minimum 7 home studies per class*
 - *Region 2 – four (4), Minimum 4 home studies per class*
 - *Region 3 – twelve (12) Minimum 6 home studies per class*
 - *Region 4 – twelve (12) Minimum 6 home studies per class*
 - *Region 5 – thirty (30), Minimum 5 home studies per class*
 - *Region 6 – seventy (70), Minimum 7 home studies per class*
 - *Region 7 – twenty (20), Minimum 5 home studies per class*
 - D. If the Consultant is unable to meet the initial home study requirement, the number can be supplemented with one on one PRIDE, a home study update for a family who has already completed PRIDE, or a home study for another region.
 - E. The State may adjust the number of Initial Home Studies by region based on the demand for training in each region.
 - F. The Consultant will work with the State to prioritize the completion of home studies based on the region's need and assessment of the family.
 - G. Applications will be signed by the applicant's third PRIDE class.
 - H. The Consultant will establish timeframes for the completion of foster home and/or adoption home studies which will ensure that all home studies are

completed and returned to Child Protection Services by 100 days from the signing of the application.

I. Extensions will be requested from the licensing supervisor.

4. The Consultant will continue to work with the State in revising and reviewing the protocol when needed for sharing information, materials, and completed paperwork on each applicant throughout the PRIDE process.
5. The Consultant will keep confidential information pertaining to applicants who are undergoing home studies. Applicant names and information should only be used during case consultations with Supervisors and Child Protection Services and when required by administrative activities. Information may not be share with others outside of this Contract without permission from the State.

6. Monitoring and Evaluation

- A. The Consultant will provide weekly updates to the State for home studies that have exceeded 110 days from the signing of the application.
- B. The Consultant will ensure home studies contain sufficient information to assess licensing standards and PRIDE core competencies.
- C. The Consultant will ensure a training evaluation is completed by PRIDE participants upon completion of the 30-hour training.
- D. The Consultant will work with the Child Protection Services to provide on-going training to PRIDE staff on assessing prospective families and writing home studies.
- E. The Consultant will provide oversight for staff to achieve consistency of services for all regions served.

7. Reporting Requirements

- F. The Consultant will establish class dates for the fiscal year for each region in conjunction with the State. Any changes of class dates will be approved by Child Protection Services.
- G. The Consultant will meet with each region served monthly and provide a written update regarding inquires, upcoming classes, class participants, and pending home studies.
- H. The Consultant will submit a "Quarterly Report" (by September 10, 2020, December 10, 2020, March 10, 2021, and June 10, 2021) and "End of the Year Report" (by no later than June 30, 2021) to State Office with the following information:
 - Inquiry Functions:
 - Tracking of "Commit to Know More" submissions
 - Number of total email and phone contacts completed with families requesting information, recruitment referral sources for each family contacted, and outcome of each family contacted
 - Number of completed inquiries completed by region and state total
 - PRIDE Training – Family Selection, Enrollment, and Training Outcomes:
 - Number of PRIDE training sessions to include location and dates of PRIDE training sessions
 - Training by class and location or enrolled to complete 100% online
 - Number and names of families who complete training
 - Number and names of families who did not complete training and reason(s) why
 - Number and names of families on waiting list by region
 - Evaluation feedback on the quality of training

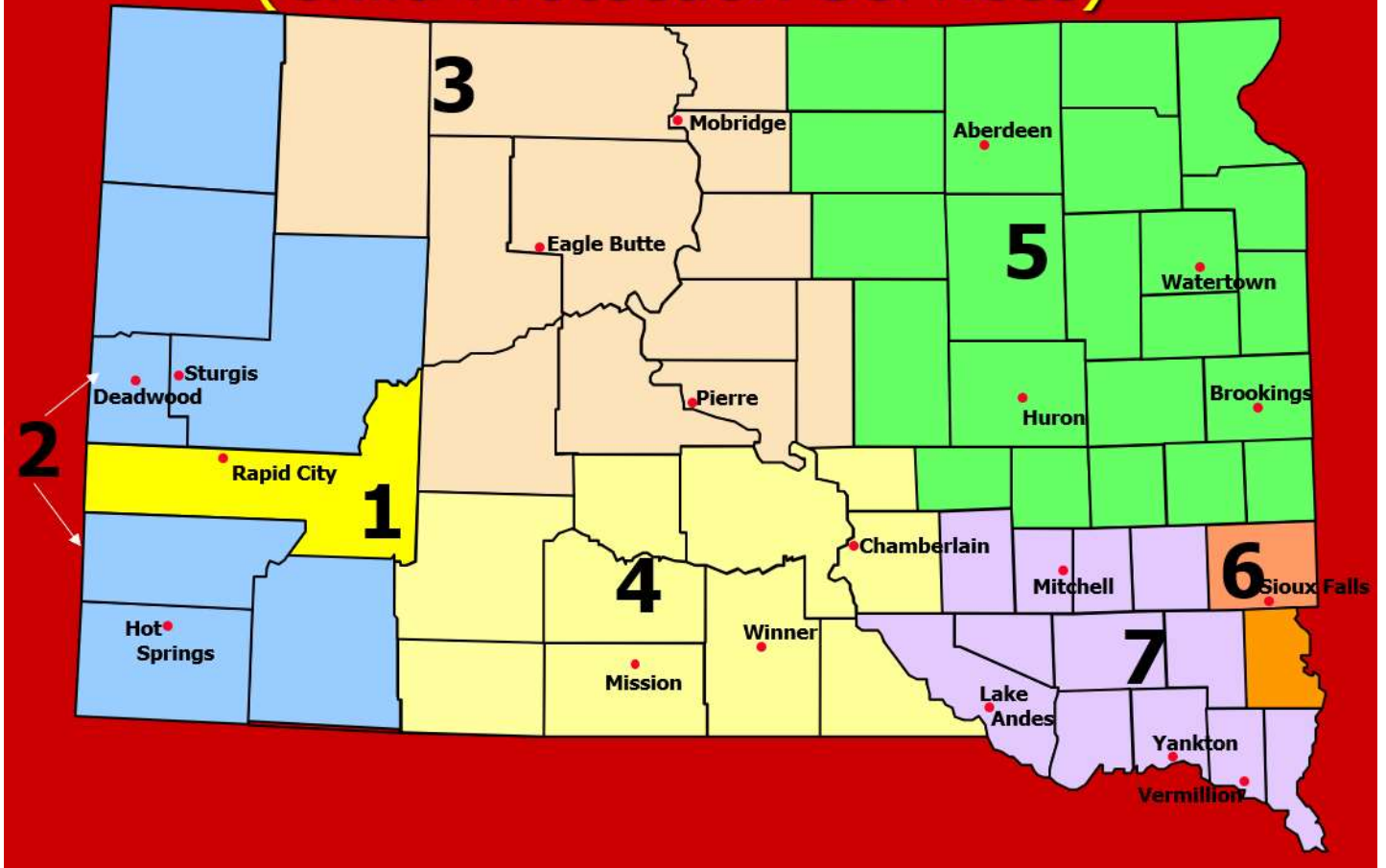
- Mutual Assessment of Initial Home Study Assessment:
 - Applications to be licensed as foster parent or adoptive parent must be signed by the 3rd PRIDE session. Report average number of days to complete home studies from application date to completed home study by region and state total. State total average will be calculated by the total number of home studies completed statewide.
 - Outcomes of mutual assessment for each prospective foster/adoptive family who signed an application to become a licensed foster family and/or adoptive family to include;
 - Name and number of families exceeding 100-day home study completion from the date of application.
 - Number and percentage of families who call for more information about fostering or adopting who go on to complete the training and home study assessment.
- Kinship or Fictive Kinship Families:
 - Report data related to kinship and fictive kinship families in process to become a licensed foster family or approved for adoption to include:
 - Number of kinship and fictive kinship families referred to the offeror to complete the training and home study requirements to become a foster family or approved for adoption.
 - Number of families referred to the offeror with an approved kinship home study to provide care for the child(ren) the family is motivated to become licensed and/or approved to care for.
 - Number of kinship and fictive kinship families enrolled in PRIDE training;
 - Number of kinship and fictive kinship families who completed PRIDE training;
 - Number of Initial Home Studies or Home Study Addendums completed for families identified as kinship or fictive kinship.
- Expenditures:
 - Detailed report of expenditures for the quarter and the amount left in the purchase of service agreement.

ATTACHMENT C

The State agrees to:

1. Meet with the Consultant on a monthly basis to assess the needs of children requiring placement and assure appropriate families are recruited and trained to best meet the children's needs.
2. Participate with the Consultant in the initial home visit with prospective foster/adoptive parents being considered for PRIDE.
3. Meet with the Consultant to select PRIDE participants for the upcoming PRIDE class and develop a list of alternate families. Participants will be selected for PRIDE by their ability to meet the current need of the region they are serving such as families willing to care for sibling groups, teens, children with medically complex issues and children from different cultures or other needs as identified.
4. Adjust the number of PRIDE Pre-service trainings and home studies by region based on the demand for trainings in each region if needed.
5. Work with the Consultant in developing and approving a protocol for sharing information, materials, and completed paperwork on each applicant throughout the PRIDE Home Study process.
6. Make payments pursuant to the monthly submission of invoices based upon services provided by the Consultant.
7. Provide the Consultant with training as needed.

Regions (Child Protection Services)



- ☐ Foster Care
☐ Foster Care/Adoption
☐ Adoption

INITIAL HOME STUDY

Resource #: _____

I. Applicant's name (s): _____
How Verified: _____
Work Phone: _____ Cell Phone: _____
Email: _____
Address: _____
Home Phone: _____

Applicant's name (s): _____
How Verified: _____
Work Phone: _____ Cell Phone: _____
Email: _____

II. The following information is documented in the record. Each of these requirements must be met before a license and/or letter of adoptive approval can be issued. (Please insert the date that each was verified in field provided.)

- A. ☐ Signed and dated application (67:42:01:04, 67:14:32:05) _____
- B. ☐ Physical exam for applicants (67:42:01:07, 67:14:32:09) _____
- C. ☐ Immunization records for all children in household (67:42:01:07, 67:14:32:09) _____
- D. ☐ Screening for substantiated incidents of child abuse or neglect for each household member ten years of age or older, list date (67:42:01:05.02, 67:42:05:06(2), 67:14:32:05.03) _____
South Dakota: _____ Out of State: _____
- E. ☐ Thirty hours orientation training (67:42:05:03, 67:14:32:30) _____
- F. ☐ A minimum of three references have been contacted (67:42:01:05, 67:14:32:11.01) _____
- G. ☐ Criminal record check revealed no disqualifying information for applicant(s) and all adult household members 18 years of age or older (67:42:01:05.01, 67:42:05:06(3), 67:14:32:05.05, 67:14:32:08, 67:14:32:11.01, SDCL 26-6-14.3) _____
- H. ☐ Sex Offender registry check for applicant(s) and all household members 15 years of age or older. _____
- I. ☐ Child support services check for applicant(s). _____
- J. ☐ Licensing and/or adoption standards have been given to and reviewed with applicants. _____
- K. ☐ Safety and Sanitation. _____

Summarize the results of assessment and analysis of contacts with references. (Assess and analyze parenting style, basic care, affection, communication, expectations for children, sensitivity to an individual child, knowledge and expectations related to child development and parenting)

III. The following requirements apply only to families who have applied to be either licensed as a foster home; or licensed as a foster home and approved as an adoptive home. These requirements have been discussed with the applicants and they are aware of their obligation to:

- A. ☐ **Assure that any vehicle used for transporting children does not exceed its stated passenger capacity. (67:42:01:24)**
- B. ☐ **Report any unusual incidents or suspected child abuse/neglect to the Department. (67:42:01:12, SDCL 26-8A-3)**
- C. ☐ **Valid driver's license**
- D. ☐ **Valid automobile insurance**
- E. ☐ **Maintain a record for each child in care that at least includes the child's name, date of placement and removal, special needs, names and telephone numbers of child's family services specialist and doctor. (67:42:01:21)**
- F. ☐ **Keep information about children in foster care and/or adoptive children and their families confidential. (67:42:01:22, 67:14:32:20)**
- G. ☐ **Maintain a record of the clothes purchased for each child in foster care and the amount of money expended on a monthly basis for each child in foster care.**
- H. ☐ **Ability to apply the reasonable and prudent parent standard for participation in age or developmentally appropriate activities. (67:42:01:06)**

IV. Identifying information and reasons for fostering and/or adopting. Describe the family composition, ages, relationships. Reference may be made to the family's completed ecomap and genogram. Discuss the reasons the family has for fostering/adopting.

A. MOTIVATION

- 1. **What was the family's original motivation to provide foster care or adoption?**
- 2. **How has this motivation changed through the pre-service / assessment process?**

B. FAMILY COMPOSITION

1. DESCRIPTION/BACKGROUND OF APPLICANT 1

Birth name: _____ **AKA:** _____

Birth place: _____ **Birth date:** _____

Height: _____ **Weight:** _____ **Hair:** _____ **Eyes:** _____

Race: ☐ Native American ☐ Caucasian ☐ Other _____

Enrolled in a Tribe: _____ **If yes, which tribe:** _____

How verified: _____

Religion: _____

Education: _____

Employment: _____

Income: _____ **Child support:** _____

A. EX-SPOUSE/SIGNIFICANT RELATIONSHIP

<u>Name</u>	<u>Relationship</u>	<u>Date Contacted</u>
-------------	---------------------	-----------------------

1.

Summarize the results of assessment and analysis of contacts with ex-spouse(s). (Assess and analyze parenting style, basic care, affection, communication, expectations for children, sensitivity to an individual child, knowledge and expectations related to child development and parenting)

B. Social history from birth to current marriage or to present if single, including a descriptive chronology of significant events:

2. DESCRIPTION/BACKGROUND OF APPLICANT 2

Birth name: _____ **AKA:** _____

Birth place: _____ **Birth date:** _____

Height: _____ **Weight:** _____ **Hair:** _____ **Eyes:** _____

Race: ☐ Native American ☐ Caucasian ☐ Other _____

Enrolled in a Tribe: _____ **If yes, which tribe:** _____

How verified: _____

Religion: _____

Education: _____

Employment: _____

Income: _____ **Child support:** _____

A. EX-SPOUSE/SIGNIFICANT RELATIONSHIP

<u>Name</u>	<u>Relationship</u>	<u>Date Contacted</u>
1.		

Summarize the results of assessment and analysis of contacts with ex-spouse(s). (Assess and analyze parenting style, basic care, affection, communication, expectations for children, sensitivity to an individual child, knowledge and expectations related to child development and parenting)

B. Social history from birth to current marriage or to present if single, including a descriptive chronology of significant events:

3. CURRENT MARRIAGE / RELATIONSHIP

Social history from marriage to present including date of marriage, place of marriage, description of spouses:

4. OTHER FAMILY/HOUSEHOLD MEMBERS (Children and others living in the home)

A. CHILDREN LIVING IN THE HOME

<u>Name</u>	<u>DOB</u>	<u>Child by Birth/Adoption/Kinship and Date</u>
1.		

Describe each child in the family including school, grades, special needs, description of self, interests/hobbies, responsibilities/chores, discipline, relationship with the other siblings, and reaction to having other children in the home:

B. ADULT CHILDREN LIVING OUT OF THE HOME

<u>Name</u>	<u>DOB</u>	<u>Child by Birth/Adoption</u>	<u>Date Contacted</u>
1.			

Summarize the results of assessment and analysis of contacts with adult children: (Assess and analyze parenting style, basic care, affection, communication, expectations for children, sensitivity to an individual child, knowledge and expectations related to child development and parenting)

OTHERS LIVING IN THE HOME

<u>Name</u>	<u>DOB</u>	<u>Relationship</u>
1.		

Describe others living in the home including this person's role in the family, school, grades, special needs, description of self, interest/hobbies, responsibilities/chores, and reaction to having additional children in the home:

5. FAMILY AS A SYSTEM

(Description of the family and their environment including nutrition, support, work schedule, child care plans, recreation, community activities, etc.):

V. Family Competencies (discipline and parenting skills – 67:42:01:06; 67:42:05:02, 67:42:05:02.01; 67:42:05:06; 67:42:05:13; 67:42:05:15; 67:14:32:08)

A. Protecting and nurturing children. (Assess and analyze parenting skills, sensitivity to an individual child, parenting style, basic care, affection, communication, expectations for the child, reasons for having children, history and current function of the being/not being protected and nurtured, and viewpoint toward children.)

Strengths:

Needs:

B. Meeting children's developmental needs and addressing developmental delays. (Assess and analyze knowledge and expectations of developmental needs and developmental delays.)

Strengths:

Needs:

Discipline: (Assess and analyze methods, where they learned the methods, purpose or reason for, attitudes about, context of, meaning of discipline, relationship to child and child's behavior, expectation of discipline, and understanding of discipline.)

Strengths:

Needs:

Describe history of attachments and losses of the family: (Past history and current functioning of attachment and losses, coping, problem solving, impulsiveness, stress and anger management).

C. Supporting relationship between children and their families: (Ability to respect and support the birth family of children in care, preparation of a child for permanent placement, supporting cultural connections)

Strengths:

Needs:

D. Connecting children to safe, nurturing relationships intended to last a lifetime (Trust, sociability, verbal skills, communication, independence, assertiveness).

Strengths:

Needs:

E. Working as a member of a professional team (History and current functioning of relationships outside the family including school, peers, sports, activities and community, conflict resolution, ability to cooperate with case service planning, accomplishing specific goals/tasks, communication, ability to relate to others, problem solving as a team member, availability/willingness to participate in team meetings, FSS visits to the home, attend school and medical appointments, assist with transportation of the child to visits, connection activities, and assist with child/parent visits.)

Strengths:

Needs:

VI. Assure health and safety

A. Discuss the applicant's (and their family's) physical and mental health - 67:14:32:09, 67:14:32:08(3), 67:42:01:07, 67:42:05:06 (Perceptions, rationality, self-control, reality testing, stability, self-awareness, self esteem, and self acceptance).

B. Discuss the applicant's ability to provide supervision - 67:14:32:08(6)(7), 67:42:01:06(4),

67:42:05:06(8)(9)(10) (Parenting behavior and

VII. Summary and recommendations

- A. Description of home, sleeping arrangements, transportation options (how many they can seat in their vehicles)
- B. Describe the number, age range, sex and any specific behaviors of children for whom this family is best able to provide care. Reasons for arriving at this decision are to be documented in this section.
- C. Summarize your recommendations about the family's ability to provide foster care and/or adoption. Base your recommendations on facts and observations and relate them to specific licensing/adoption standards. What strengths/needs have the foster/adoptive parents demonstrated?
- D. Based on areas of need identified in the assessment outlined in preceding sections, develop a plan to address those needs, including training, counseling, evaluations, or other activities. If there are no needs identified, how can the family develop their parenting skills in the next year?
- E. Exceptions for the following licensing requirements for foster parents have been submitted in writing to the Regional Manager and have been approved.

1. ☐ More than six children in a foster home. (67:42:05:04)
2. ☐ More than two children under the age of two, including the foster parent's own children.
3. ☐ Not applicable.

F. On the basis of the information documented in this study I recommend:

1. ☐ The home be satisfactorily licensed for _____ children between the age of _____ to _____ years. Effective _____ Expires _____
2. ☐ The application for adoption be approved. Effective _____
3. ☐ The application for license/adoption be denied.

, Family Development Specialist

Date Study Completed

, CHS Supervisor

Date

, DSS Supervisor

Date

, Regional Manager

Date

Attachment F

Cost Proposal for Parent Aide Program

FUNDING	TOTAL COSTS
Personnel Costs:	
Administrative	
Professional/Program Staff	
Support Staff	
Benefits	
Other: (Describe)	
SUBTOTAL, PERSONNEL COSTS	
Operating Costs:	
Insurance	
Staff Travel	
Education Materials	
Staff Development and Education	
Other Costs: (Describe)	
SUBTOTAL, OPERATING COSTS	
Equipment Costs:	
Equipment and Supplies	
Printing/Publishing/Postage	
Telephone/Cell Phones/Internet	
Office Supplies	
Vehicle Cost and Maintenance	-
Other Costs: (Describe)	-
SUBTOTAL, EQUIPMENT COST	
Other Costs: (Describe)	
Other Expenses	
Staff recruitment advertising for open positions	
SUBTOTAL, OTHER COSTS	
TOTAL FUNDING REQUEST	